

PHILIP MORRIS PRODUCTS, INC.

INTER-OFFICE CORRESPONDENCE

Richmond, Virginia

To: Kathy Mitchell

Date: October 26, 1992

From: Susan Laffoon *SL*

Subject: Quarterly Report - Third Quarter, 1992

INTERNATIONAL

1. 84 routine international (test #) reports were prepared, reporting 365 brands.
2. The Asia CI Report was issued in August. 14 Asia CI market sample memos were prepared, reporting 71 brands.
3. The Japan CI Report was not issued in September, as scheduled, due to insufficient data for several JTI brands that had been modified. The report will be issued in October. Two new brand memos were issued during third quarter.
4. I have been working with the software provided by CAD for the computerization of the Japan CI Report. I have not finished defining categories and assigning brands to categories, because it is too labor intensive without the use of a mouse on the pc. I have been informed by CAD that the software which enables the mouse is available and will be installed as soon as possible.

DOMESTIC CI REPORT

1. The Domestic CI Report was issued in July and September.
2. The precut, peel-and-stick prints for the Domestic CI Report are being produced by Richmond Camera. We will use these for the first time in the Black & White Report which will be issued in October.
3. Four of the five requests for the black & white special report have been completed and appended to the CI working database. All blend component data have been reviewed and grouped by manufacturer and blend family. The working database has been edited to reflect the blend family averages. We plan to include a blend table in the report, similar to that in the Domestic CI Report. Rhonda has created a cover for the Black & White Report and a binder has also been selected. A preliminary memo of black and white products was issued reporting only GPC, Monarch and Private Stock.
4. The first set of QA smoking and physical data for PM brands was successfully entered into the laboratory database for CI request I9209.

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5. The sales figures for the Domestic CI were updated in September. This information was provided by PED. Roscoe is in charge of obtaining this information on a quarterly basis from Yann LeGauffey.

#### CI NATURAL MANAGEMENT TEAM (CI<sup>2</sup>)

1. 25 of 45 Data Handling outputs have been SIPOCed.
2. Natural Work Teams
  - A. August 14 - Data Handling personnel received flowchart training from Atlas
  - B. August 20 - Liz and I held first flowcharting session with Data Handling. Append to CI Database (033) and CI Review (058) were flowcharted. Work instructions were written at a later session.
  - C. September 2 - Liz and I held first flowcharting session with Sample Receiving. The flowchart and work instructions for Domestic Request (024) were prepared.
  - D. September 8 - Assisted members from Sample Prep in preparing the flowchart and work instructions for Robot Trays with Cigarettes (001).

#### MISCELLANEOUS

1. I participated in the presentation to the CTSD/QA Product Audit Smoking Laboratory personnel on September 14. The purpose was to acquaint all personnel with the role and business functions of the new consolidated laboratory.
2. I prepared "International Activity for January 1991 Through September 1992" - A summary of international samples received and reports issued broken out by customer (affiliates/licensees, Japan CI program, Asia CI program, non-routine requests, product development by country).
3. With the conversion of our division to pm800, the international software menu was converted from freeform to apt presentation. I worked with a contractor from CAD during this conversion. Both Carolyn and Nancy are familiar with the use of the new international menu.
4. In July, we participated in the Korea U.S. Testing program. The smoking data for 45 brands were gathered by group into ascii files which were sent to IOS for statistical analysis.
5. After logging an enormous amount of down time for the Data Handling laser printer, DEC installed a new printer in July.